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# Instruction Manual
# Part 3b

## Classification and Coding Instructions for Fetal Death Records, 1986

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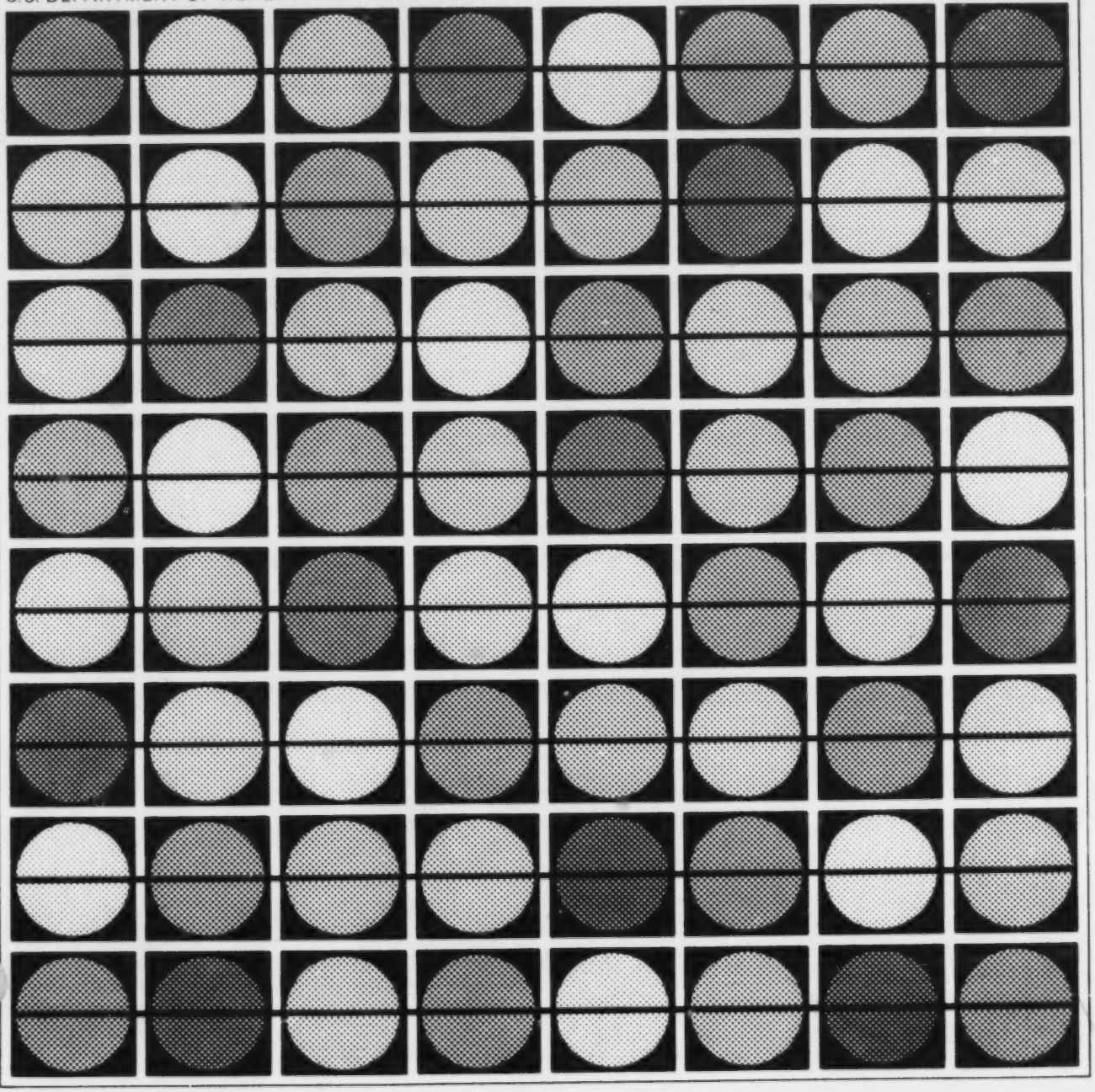


HE20.6208/6-2:

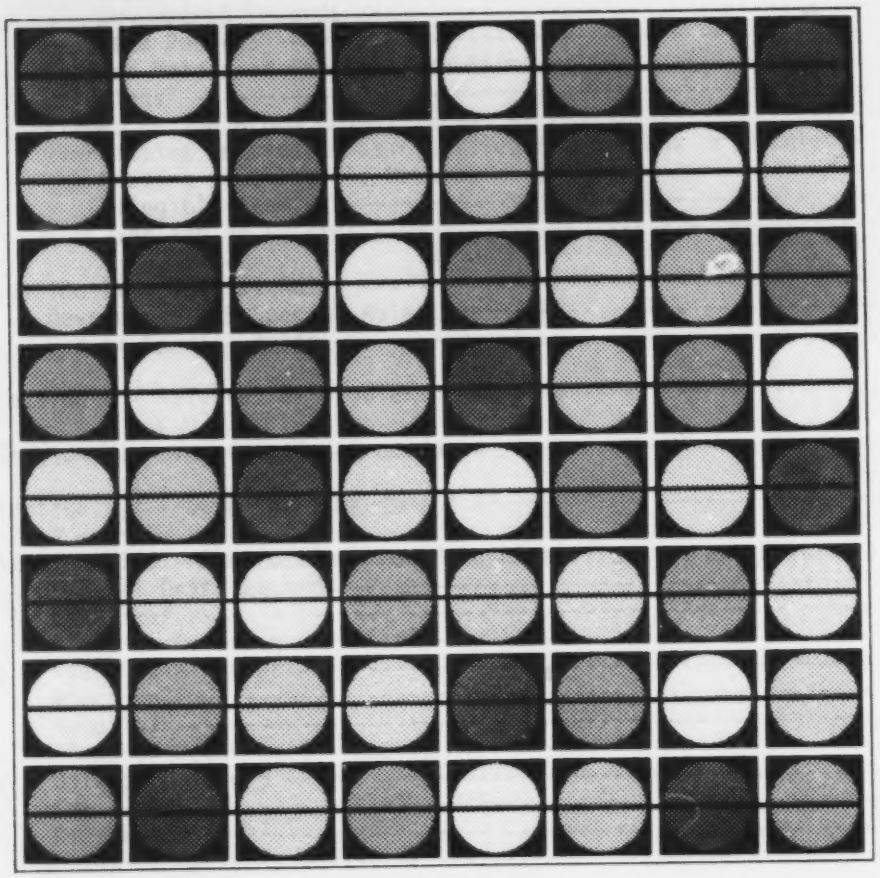
This instruction manual was prepared by the Data Preparation Branch in collaboration with the Division of Vital Statistics. Questions regarding this manual and related coding problems should be directed to the Data Preparation Branch, National Center for Health Statistics, P.O. Box 12214, Research Triangle Park, North Carolina 27709. Questions concerning analysis of marriage data should be referred to the Marriage and Divorce Statistics Branch, Division of Vital Statistics, National Center for Health Statistics, Center Building, Prince George Center, 3700 East-West Highway, Hyattsville, Maryland 20782.

# Instruction Manual
# Part 3b

Classification and Coding Instructions
for Fetal Death Records, 1986

## Vital Statistics

Data Preparation



U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Public Health Service
National Center for Health Statistics

Hyattsville, Maryland
November 1985

# Instruction Manual
## Part 3b
Calculation and Coding Instructions
for Fatal Cases Records, 1999

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Vital Statistics
Data Preparation

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# CLASSIFICATION AND CODING INSTRUCTIONS

# FOR FETAL DEATH RECORDS, 1986

## SECTION I - INTRODUCTION

This manual provides data preparation instructions for use by the National Center for Health Statistics (NCHS) in processing basic statistical source data from microfilm (or paper) copies of reports of fetal death events occurring in 1986 (see Illustration 1 for "U.S. Standard Report of Fetal Death"). To assure data convertibility, the code structures and coding instructions are also used by the States that provide precoded data through the vital statistics cooperative program.

## SECTION II - BACKGROUND

All States transmit 100 percent of their fetal death records to NCHS on microfilm (or paper), and NCHS codes and processes each source record.

As shipments of the microfilm (or paper) copies of fetal death records are received, the records are typically batched into lots of work containing 2,000-3,999 sample records for processing efficiency. Each lot may consist of one or more data months from one or more registration areas. The lots, accompanied by a Lot Control Record (see Illustration 2), are then assigned to key entry operators to classify and convert the data into machine readable form. As each lot is completed and appropriate entries are made on the control records, the source records and control records are returned to the control clerk.

A statistical data record containing demographic data is prepared for each source record. Additionally, for those source records identified during demographic preparation as having selected information on congenital anomalies, a separate medical data record is created. In this medical data record, codes are assigned by nosologists to those congenital anomalies which are classifiable in the Ninth Revision of the International Classification of Diseases (ICD). After verification procedures and initial mechanical edits are completed, the demographic and medical records are merged for statistical tabulations.

In coding operation, considerable variation is encountered both in certificate format and in the manner of reporting required data. Coding aids such as special rules, atlases, guides in the use of State-entered codes, and problem referral procedures are available to facilitate proper interpretation.

## SECTION III - GENERAL INSTRUCTIONS

### A. Sampling Procedures

Fetal death records are processed on a 100 percent basis.

SECTION III - GENERAL INSTRUCTIONS - continued

B. Additional and Corrected Information

Additional or corrected information for an item(s) on specific fetal death source records may be microfilmed either preceding or following the record to which it relates. The corrected or additional information for specific items is coded from these corrected records. Also, corrected source records may be received separate from the original record. In such cases, these amended records will be appended to the Lot Control Record if received prior to assignment for processing. Amendments received after initial assignment are not processed.

C. Duplicate and Unnumbered Records

The State file number and State code are used in matching the demographic data record and corresponding medical data record. To avoid mismatches among data records with duplicate record numbers or no numbers, enter as follows:

1. Duplicate Record Number

For duplicate State file numbers assigned to different events, code and enter each odd or even numbered record. Enter the State file number as it appears for the first record; enter 99 for the first two digits of the State file number of the second duplicate number record; 98 for the third such record; 97 for the fourth; 96 for the fifth; 95 for the sixth; 94 for the seventh; 93 for the eighth; 92 for the ninth; 91 for the tenth; 90 for the eleventh; 89 for the twelfth; etc., for all subsequent records having duplicate State file numbers. Record each duplicate State file number in the appropriate block of Section II of the Lot Control Record.

2. Unnumbered Records

Unnumbered source records will be assigned the same State file number as that of the preceding record except 99 is to be substituted as the first two digits of the State file number. Continue altering the first two digits of the State file number in descending order 98, 97, 96, etc., for all subsequent unnumbered records.

D. Repeated Records

When more than one source record appears for the same event (record), enter one record only. No entry is required on the Lot Control Record.

E. Records Voided or Cancelled on Film

Write the State file number(s) of any voided/cancelled records in the appropriate block of Section II of the Lot Control Record.

SECTION III - GENERAL INSTRUCTIONS - continued

F. Deletions

Do not enter data for events that occurred out of the data year. Do not enter data for duplicate event(s), different number(s). Write the State file number of any such records in the appropriate block in Section II of the Lot Control Record.

G. Filmed Behind Wrong County Target (For States where records are ordered by county before numbering)

If a record has been filmed behind the wrong county target, enter the correct county code and write the State file number in the appropriate block in Section II of the Lot Control Record.

H. Overlapping Records; Missing, Illegible Records or Entries

1. Missing or Illegible Records

If more than four items cannot be determined, consider the record illegible. Write the State file number of each missing or illegible record in Section II of the Lot Control Record.

NOTE: Entries on the Lot Control Record are essential in reconciling data/checklist counts and/or requesting retakes; therefore, entries must be recorded accurately and posted to the appropriate category.

2. Illegible Item

If an item is illegible, assign the code for the "unknown" category to that item and enter the remainder of the data on that record.

3. Overlapping Records

If more than four items cannot be determined because of overlapping records on microfilm, consider the record illegible and write the State file number(s) in Section II of the Lot Control Record.

SECTION IV - SPECIAL RULES

A. Development of Special Rules

At the beginning of a data year, a sample of source records for each registration area is inspected by the supervisor to identify items and reporting characteristics that depart from the general reporting practices covered by this manual. Decisions are made on these items and special instructions are developed. These rules also include special instructions on classifying military installations.

SECTION IV - SPECIAL RULES - continued

B. Use of Special Rules

When a unit of work is assigned, the coder is also given a copy of special rules for each registration area represented in the work unit. The coder is to become fully familiar with the special rules, resolving any question with the supervisor before starting to work on the unit. Special rules are to take precedence over the instructions in this manual in any case when the two can be interpreted as contradictory.

SECTION V - REFERRAL OF PROBLEMS

A coder encounters various questions and uncertainties in the course of the work. The types of problems are as follows:

A. Coding problems stemming from inadequate instructions or from the coder's inability to apply the instructions.

B. Legibility problems.

The referral form given in Illustration 3 is to be used for problems in Group A. Records with problems falling into Group A are to be coded to the best ability of the coder. The referrals containing questions that could apply to all coders are discussed by the supervisor in periodic group meetings so all coders may benefit. Those referrals that indicate individual coder inability are discussed privately with the coder.

Coders are to resolve all problems in Group B without supervisory assistance. If the coder cannot determine the entry, the code for the "unknown" category of that item should be assigned.

SECTION VI - VERIFICATION PROCEDURES

Independent verification will be performed on all fetal death records. In the independent verification process, the verification operator duplicates the operation of the entry clerk by re-entering the information from the source document following the same sequence as that executed by the entry operator. The verification operator is to satisfy discrepancies on the basis of the information appearing on the source document without influence of the coder.

All fetal death records will be 100 percent verified.

SECTION VII - DATA ENTRY EQUIPMENT

Key to disc processing is the primary mode of vital record demographic data entry. In key to disc processing, data are keyboarded directly into a mini computer. Interactive with key entry, the computer software performs

SECTION VII - DATA ENTRY EQUIPMENT - continued

valid code field edits and selected interfield dependency edits where applicable. The results of the edits are displayed on a cathode ray tube for immediate resolution by the key entry operator or referral to the supervisor if necessary. Other features of the key to disc entry equipment include capabilities for automatic display of data as keyed, key and sight verification, in place records insertion and deletion, and file searches. Since these functions are common to the use of the equipment on any data type, they are contained in a separate operator's reference manual provided by the vendor. This instruction manual contains only those formats and edit specifications unique to key to disc entry of 1986 fetal death data (see Section VIII).

SECTION VIII - INSTRUCTIONS FOR DATA CLASSIFICATION AND MACHINE ENTRY

This section contains the data entry, code structure, and classification instructions (excluding special rules) which a coding clerk is to follow in processing each item on the fetal death record. Also included are the edit specifications which are programmed into the key to disc system and to which the coder may have to react based on cathode ray tube screen prompts. The input format and positions are specified to the brand of key to disc equipment used by the Data Preparation Branch of the NCHS. The output format and positions are common to any data entry equipment. Accordingly, where other key to disc, card, or tape equipment is employed, the input procedure may change. The data record output tape positions, however, would not change.

SECTION VIII - DATA CLASSIFICATION AND MACHINE ENTRY - continued

| ITEM | KEY TO DISC INPUT PROGRAM LEVEL | KEY TO DISC INPUT DATA POSITION | CODE STRUCTURE | CODING INSTRUCTIONS |
|---|---|---|---|---|
| DATA YEAR | 2* | 1 | 6 | Format generated "6." |
| PLACE OF OCCURRENCE - STATE | 2 | 2-3 | 01-54 | Enter for duplication in output record.<br>See Appendix A for State codes. |
| STATE FILE NUMBER | 3** | 1-6 | | |
| ABORTION? | 3 | 7 | Abortion----1<br>Fetal death-2 | To determine if the record is an induced abortion, refer to the special rules for the registration area.<br>If an induced abortion, enter 1 in this position and the remainder of the record will be blanked automatically.<br>If a fetal death, enter 2 in this position and continue to code/key the record. |

* Program level 2 records must be created when beginning a new State or a new batch. For each program level 2 record, the system is programmed to duplicate its entries into the output tape records until another program level 2 record is continued.

** Program level 3 records must be created for entering the detail non-repetitive data.

| KEY TO DISC<br>INTERACTIVE EDITS | OUTPUT<br>TAPE POSITION |
|---|---|
| Format generated "6." | 1 |
| Integer field. (Is duplicated in output record.)<br>Range: 01-54 | 9-10 |
| Left zero fill "000000." Must enter. | 2-7 |
| Inter field. Must enter. (Will not be entered on output tape.)<br>Range: 1, 2. | -- |

SECTION VIII - DATA CLASSIFICATION AND MACHINE ENTRY - continued

| ITEM | KEY TO DISC INPUT PROGRAM LEVEL | KEY TO DISC INPUT DATA POSITION | CODE STRUCTURE | CODING INSTRUCTIONS |
|---|---|---|---|---|
| HOSPITAL | 3 | 8 | Hospital Deliveries<br>(Hospital, institution, clinic, medical center, or maternity home)----------1<br>Non-Hospital Deliveries (Named places, Dr.'s offices, mother's residence, street address)---------2<br>En route or BOA---3<br>Not classifiable----------9 | If the name of a hospital institution, "clinic," "medical center," or "maternity home" is given, code 1.<br>For other medical facilities such as "infirmaries," "manors," "facilities," "dispensaries," etc., code 1.<br>If a named place is given other than a hospital, institution, maternity home, medical center, or clinic (for example, a doctor's office, fire department, public places), code 2.<br>If street address is given and the record has not been coded to hospital, code 2.<br>If an entry of "Born at Home" or "At home" is given, code 2.<br>Births occurring en route to hospital are coded 3.<br>Births occurring on entry to hospital (BOA) are coded 3. |
| PLACE OF OCCURRENCE | 3 | 9-11 | See Vital Statistics Instruction Manual - Geographic Codes, January 1982. Use code designated for "Balance of County" or "Entire County." Code given for coextensive or independent cities is to be used as county code. | Write in Section II on the Lot Control Record the number of each record that is filmed behind the wrong county target. Code county as given on record, <u>not as given on target</u>. |

| KEY TO DISC<br>INTERACTIVE EDITS | OUTPUT<br>TAPE POSITION |
|---|---|
| Integer field. Must enter.<br>Range: 1-3, 9. | 8 |
| Integer field. Must enter.<br>Range: 001-954. | 11-13 |

SECTION VIII - DATA CLASSIFICATION AND MACHINE ENTRY - continued

| ITEM | KEY TO DISC INPUT | | CODE STRUCTURE | CODING INSTRUCTIONS |
|---|---|---|---|---|
| | PROGRAM LEVEL | DATA POSITION | | |
| DATE OF DELIVERY | 3 | | | |
| Month | | 12-13 | January --------- 01<br>February -------- 02<br>March ---------- 03<br>April ---------- 04<br>May ----------- 05<br>June ----------- 06<br>July ----------- 07<br>August ---------- 08<br>September ------- 09<br>October --------- 10<br>November -------- 11<br>December -------- 12<br>Unknown or not stated ---- 99 | |
| Day | | 14-15 | 01-31<br>Unknown or not stated -------- 99 | |
| SEX | 3 | 16 | Male ------------ 1<br>Female ---------- 2<br>Undeterminable, unknown, or not stated ----- 9 | |

| KEY TO DISC<br>INTERACTIVE EDITS | OUTPUT<br>TAPE POSITION |
|---|---|
| Integer field. Must enter.<br>Range: 01-12, 99. | 14-15 |
| Range: 01-31, 99. | 16-17 |
| Integer field. Must enter.<br>Range: 1, 2, 9. | 18 |

SECTION VIII - DATA CLASSIFICATION AND MACHINE ENTRY - continued

| ITEM | KEY TO DISC INPUT: PROGRAM LEVEL | KEY TO DISC INPUT: DATA POSITION | CODE STRUCTURE | CODING INSTRUCTIONS |
|---|---|---|---|---|
| BIRTHWEIGHT | 3 | | Grams ---------- 1<br>Pounds and ounces --------- 2<br>Not classifiable ---------- 9 | If weight is reported in grams and pounds and ounces, code grams. |
| Units | | 17 | | |
| Grams | | 18-21 | Enter as stated.<br>Not classifiable -------- 9999 | Fractions or decimal parts of grams of 1/2 (.50) or more are to be rounded to the next whole gram. |
| OR | | | | |
| Pounds | | 18-19 | Enter as stated.<br>Less than one pound --------- 00<br>Not classifiable ---------- 99 | Fractions of pounds are to be converted to ounces; e.g., 7 1/2 pounds is 7 pounds, 8 ounces. |
| Ounces | | 20-21 | Enter as stated.<br>No ounces ------- 00<br>Not classifiable ---------- 99<br><br>Convert kilos to grams (1 kilo = 1000 grams). | Round fractional ounces to nearest ounce. Entries of 1/2 or more are to have weight of a full ounce. If fraction is not legible, it is to have weight of a full ounce.<br><br>If no entry or dash is given for pounds or ounces, code 00 for that portion of the birthweight that is not reported.<br><br>If the entire birthweight item is blank or not classifiable, code 99999. |
| MOTHER'S AGE | 3 | 22-23 | Enter as stated.<br>Unknown or not stated -------- 99 | Symbols such as "+," "-," "?" are to be ignored when coding age. |

| KEY TO DISC<br>INTERACTIVE EDITS | OUTPUT<br>TAPE POSITION |
|---|---|
| Integer field. Must enter.<br>Range: 1, 2, 9. | 19 |
| Range: 0000-9999. | 20-23 |
| Range: 00-99. | 20-21 |
| Range: 00-99 | 22-23 |
| Integer field. Must enter > "00." | 24-25 |

SECTION VIII - DATA CLASSIFICATION AND MACHINE ENTRY - continued

| ITEM | KEY TO DISC INPUT PROGRAM LEVEL | KEY TO DISC INPUT DATA POSITION | CODE STRUCTURE | CODING INSTRUCTIONS |
|---|---|---|---|---|
| MOTHER'S RESIDENCE | 3 | | | Ignore the name of a State county, or city entered on the address line when an entry is reported in the spaces provided for these items.<br><br>When the State, county, or city entry has obviously been typed on the incorrect line, consider the entry when classifying residence.<br><br>When North, East, South, or West is given with a city entry, check the atlas to determine if it is a separate geographic place or an inclusion of the named city. If the named place is not listed in the atlas, consider the entry to be an inclusion of the city named (e.g., East Durham is not listed in the atlas, and, therefore, is considered to be an inclusion of the city of Durham).<br><br>If county is given and two cities are given on the city line, check atlas to determine if one is an inclusion. If not, code to city with the larger population.<br><br>If no county entry is reported and the city is not listed in the Vital Statistics Instruction Manual - Geographic Codes, January 1982, Section II, refer to the atlas to determine county. If atlas indicates city is listed in two counties, refer to the U.S. Census Population 1980, "Number of Inhabitants" and code to the county containing the largest part of the city's population.<br><br>If New York City is given as place of residence and no borough is given, code to Manhattan Borough. |
| State | | 24-25 | 01-57, 59. Select code from Section I, Vital Statistics Instruction Manual - Geographic Codes, January 1982. Select code from Section II only when record contains no county entry. | |
| County/City | | 26-28 | 001-954. Select code from Section I, Vital Statistics Instruction Manual - Geographic Codes, January 1982. Select code from Section II only when record contains no county entry. | |

| KEY TO DISC INTERACTIVE FDITS | OUTPUT TAPE POSITION |
|---|---|
| Integer field. Must enter. | |
| Range: 01-57, 59. | 26-27 |
| Range: 001-954. If state 52-57, 59, will blank automatically. | 28-30 |

SECTION VIII - DATA CLASSIFICATION AND MACHINE ENTRY - continued

| ITEM | KEY TO DISC INPUT | | CODE STRUCTURE | CODING INSTRUCTIONS |
|---|---|---|---|---|
| | PROGRAM LEVEL | DATA POSITION | | |
| MOTHER'S RESIDENCE - continued | | | | Rules for use of coding table for Place of Residence of Mother.<br><br>Apply rules in sequential order.<br><br>If "rural" is entered, code by line 2 of table and stop.<br><br>If "rural" is not entered, find line item that fits reporting on certificate and heading that describes reporting in "City Limits Item." Code according to instructions given when horizontal line and vertical column intersect.<br><br>Example<br><br>City but no county entry and outside of city limits.<br><br>Select line 6A and column (b). Instruction where these intersect is to code "Balance of County[1]/." |

| KEY TO DISC INTERACTIVE EDITS | OUTPUT TAPE POSITION |
|---|---|
| | |

SECTION VIII - DATA CLASSIFICATION AND MACHINE ENTRY - continued

CODING RULE TABLE FOR PLACE OF RESIDENCE OF MOTHER

| | (a) Inside City Limits Yes | (b) Inside City Limits No |
|---|---|---|
| 1. Blank | County/City of birth[2/] | County/City of birth[2/] |
| 2. "Rural" entry | Balance of County | Balance of County |
| 3. City listed in Geographic Code Manual (includes independent and coextensive cities.) | City | Balance of County |
| 4. City not listed in Geographic Code Manual | Balance of County | Balance of County |
| 5. County, but no city entry | Balance of County | Balance of County |
| 6. State and city, but no county entry and State is same as State of Occurrence | | |
| A) City listed in Geographic Code Manual | City | Balance of County[1/] |
| B) City not listed in Geographic Code Manual | Balance of County[1/] | Balance of County[1/] |
| C) Atlas gives 2 or more cities by same name in different counties | County of birth | County of birth |
| D) City not in atlas | County/City of birth[2/] | County/City of birth[2/] |
| 7. State and city, but no county entry and State is different from State of Occurrence | | |
| A) City listed in Geographic Code Manual | City | Balance of County[1/] |

1/ Use atlas and other reference aids to establish county and/or population. See Appendix C for rules on interpreting atlas notations.

If independent city or coextensive, use Section II, Geographic Code Manual.

| (c) Inside City Limits Item Not reported or item not on certificate but street address reported | (d) Inside City Limits Item Not reported or item not on certificate and no street address reported |
|---|---|
| County/City of birth[2/] | County/City of birth[2/] |
| Balance of County | Balance of County |
| Balance of County if indicated as "rural," "RFD," "star route," "rural delivery." All others, code to City. | City |
| Balance of County | Balance of County |
| Balance of County | Balance of County |
| Balance of County[1/] if indicated as "rural," "RFD," "star route," "rural delivery." All others, code to City. | City |
| Balance of County[1/] | Balance of County[1/] |
| County of birth | County of birth |
| County/City of birth[2/] | County/City of birth[2/] |
| Balance of County[1/] if indicated as "rural," "RFD," "star route," "rural delivery." All others, code to City. | City |

2/ Use same rules as coding city and county of residence.

SECTION VIII - DATA CLASSIFICATION AND MACHINE ENTRY - continued

Coding Rule Table for Place of Residence of Mother - Continued

| | (a) Inside City Limits Yes | (b) Inside City Limits No |
|---|---|---|
| 7. (Continued) B) City not listed in Geographic Code Manual | Balance of County[1/] | Balance of County[1/] |
| C) Atlas gives 2 or more cities by same name in different counties | City with largest population | City with largest population |
| D) City not in atlas | Largest City of State of Residence[3/] | Largest City of State of Residence[3/] |
| 8. State only specified with no city or county entry and State is same as State of Occurrence | County/City of birth[2/] | County/City of birth[2/] |
| 9. State only specified with no city or county entry and State is different from State of Occurrence | Largest City of State of Residence[3/] | Largest City of State of Residence[3/] |
| 10. A) Foreign Country - | Code in data positions 24-25. (Leave data positions 26-28 blank.)<br>55 Canada<br>56 Cuba<br>57 Mexico<br>59 Remainder of World | |
| B) U.S. Possessions - | Code in data positions 24-25. (Leave data positions 26-28 blank.)<br>52 Puerto Rico<br>53 Virgin Islands<br>54 Guam | |
| 11. Two State entries | County/City of birth[2/] | County/City of birth[2/] |
| 12. City and County entry but no State entry | County/City of birth[2/] | County/City of birth[2/] |

1/ Use atlas and other reference aids to establish county and/or population. See Appendix C for rules on interpreting atlas notations.

If independent city or coextensive, use Section II, Geographic Code Manual.

| (c)<br>Inside City Limits Item<br>Not reported or item not on certificate but street address reported | (d)<br>Inside City Limits Item<br>Not reported or item not on certificate and no street address reported |
|---|---|
| Balance of County[1/] | Balance of County[1/] |
| City with largest population | City with largest population |
| Largest City of State of Residence[3/] | Largest City of State of Residence[3/] |
| County/City of birth[2/] | County/City of birth[2/] |
| Largest City of State of Residence[3/] | Largest City of State of Residence[3/] |
| County/City of birth[2/] | County/City of birth[2/] |
| County/City of birth[2/] | County/City of birth[2/] |

2/ Use same rules as coding city and county of residence.

3/ See Appendix D for city.

SECTION VIII - DATA CLASSIFICATION AND MACHINE ENTRY - continued

| ITEM | KEY TO DISC INPUT | | CODE STRUCTURE | CODING INSTRUCTIONS |
|---|---|---|---|---|
| | PROGRAM LEVEL | DATA POSITION | | |
| MOTHER'S RACE | 3 | 29 | White (includes Mexican, Puerto Rican, and all other Caucasian) ------- 1<br><br>Black ---------- 2<br><br>Indian (American, Alaskan, Canadian, and Mexican Indian, Eskimo and Aleut) ---------- 3<br><br>Chinese ---------- 4<br><br>Japanese --------- 5<br><br>Hawaiian (includes part-Hawaiian) -------- 6<br><br>Other nonwhite (includes Cajun and Creole) ------ 7<br><br>Filipino --------- 8<br><br>Other Asian or Pacific Islander - 0<br><br>Unknown, not stated, or not classifiable ----- 9 | See Appendix E for other race entries on records.<br><br>See Appendix F for names of Indian tribes in the U. S., Canada, and Mexico.<br><br>1. If a mixture of Hawaiian and any other race, code Hawaiian.<br><br>2. If a mixture of white and any other race, code to the appropriate nonwhite race.<br><br>3. If a mixture of nonwhite races (except Hawaiian), code the first race listed.<br><br>4. If entry is "Col.," "N," "Negro," "Colored," "B," "Brown," "A.A.," or "Afro-American," consider the race as Black.<br><br>5. If the racial entry is "Yellow," "Oriental," or "Mongolian," code as "Other Asian or Pacific Islander" (code 0).<br><br>6. If the racial entry is "Indian" not specified as Asian or East, code as American Indian (code 3).<br><br>7. If "part___," or "1/4, 1/2, 3/4___" is given as a single race entry, code the reported race ignoring the prefix. |

| KEY TO DISC INTERACTIVE EDITS | OUTPUT TAPE POSITION |
|---|---|
| Integer field. Must enter.<br>Range: 0-9. | 31 |

SECTION VIII - DATA CLASSIFICATION AND MACHINE ENTRY - continued

| ITEM | KEY TO DISC INPUT | | CODE STRUCTURE | CODING INSTRUCTIONS |
|---|---|---|---|---|
| | PROGRAM LEVEL | DATA POSITION | | |
| MOTHER'S EDUCATION | 3 | 30-31 | Elementary or Secondary<br><br>00-12<br><br>College<br><br>1 year --------13<br>2 years -------14<br>3 years -------15<br>4 years -------16<br>5+ years ------17<br><br>Item not on record --------88<br><br>"Unknown," "not available," blanks, uncodable entries, etc. --99 | See Appendix G for other entries on records.<br><br>1. Code the highest grade completed.<br><br>2. If two or more levels of education are given for a parent, code the highest level classifiable to codes other than 99.<br><br>Example:<br><br>Elementary or Secondary — College — Code<br>12 — 2 yrs. Tech — 12<br>Blank — 2 yrs. Tech — 99<br>12 — 2 yrs. — 14<br><br>3. If only a partial year or indication that year has not been completed is given in college block and no other entry is given (e.g., one semester, one quarter, two quarters, etc.), code 12.<br><br>4. If year is given with a fraction or symbol such as +, -, ?, etc., ignore fraction or other symbol and code year as stated.<br><br>5. If two or three semesters, three or four quarters, or two or three trimesters are given in the college block and no other entry is given in college block, code 13.<br><br>6. If entry is given as "All" in elementary or secondary block, code 12. If entry is given as "All" in college block, code 16. |

| KEY TO DISC INTERACTIVE EDITS | OUTPUT TAPE POSITION |
|---|---|
| Integer field. Must enter.<br>Range: 00-17, 88, 99. | 32-33 |

SECTION VIII - DATA CLASSIFICATION AND MACHINE ENTRY - continued

| ITEM | KEY TO DISC INPUT | | CODE STRUCTURE | CODING INSTURCTIONS |
|---|---|---|---|---|
| | PROGRAM LEVEL | DATA POSITION | | |
| MOTHER'S EDUCATION - continued | | | | 7. If entry in college block is "A.A." or "A.S.," code 14.<br><br>8. If entry in college block is "B.B.A.," "B.A.," "A.B.," or "B.S.," code 16.<br><br>9. If entry in college block is "A.M.," "M.A.," "M.Sc.," "M.D.," D.V.M.," "D.D.S.," D.D.M.," "D.O.," "L.L.B.," "Ph.D.," or other advanced degree, code 17.<br><br>10. When symbols such as +, -, ?, /, etc., are given in either block and no other entry is given, code 99. If an entry is reported in either block with a symbol given in the other block, ignore symbol and code entry as stated.<br><br>11. If entry is R.N. or B.S. in Nursing, code as follows:<br><br>R.N. ---------- 14<br>2 R.N. ---------- 14<br>3 R.N. ---------- 15<br>4.R.N. ---------- 16<br>B.S. in Nursing ---------- 16 |

| KEY TO DISC INTERACTIVE EDITS | OUTPUT TAPE POSITION |
|---|---|
| | |

SECTION VIII - DATA CLASSIFICATION AND MACHINE ENTRY - continued

| ITEM | KEY TO DISC INPUT: PROGRAM LEVEL | KEY TO DISC INPUT: DATA POSITION | CODE STRUCTURE | CODING INSTRUCTIONS |
|---|---|---|---|---|
| DATE OF LAST NORMAL MENSES | 3 | | | If a span is given for day, code the earlier entry; e.g., January 10-11, 1972, code 01 10 72. If elapsed span is 8 days or longer, code entry 99. |
| Month | | 32-33 | January --------- 01<br>February -------- 02<br>March ---------- 03<br>April ---------- 04<br>May ----------- 05<br>June ----------- 06<br>July ----------- 07<br>August --------- 08<br>September ------- 09<br>October --------- 10<br>November -------- 11<br>December -------- 12<br>Unknown or not stated -------- 99 | If no day is given but approximate part of month is given, code:<br>"Beginning of month" --- 07<br>"Middle of month" ------ 15<br>"End of month" --------- 24 |
| Day | | 34-35 | 01-31<br>Unknown or not stated -------- 99 | Sometimes the estimated date of confinement (EDC) or the expected date of delivery (EDD) are reported as date of last normal menses. When a date is reported with either of these terms or abbreviations, code the date of last normal menses as "Unknown." |
| Year | | 36 | Enter last digit of year.<br>Unknown or not stated --------- X<br>Item not on record ----- 88888 | If length of pregnancy is given in last normal menses item on record, leave data positions 32-36 blank and code entry as stated in data positions 57-58. |
| MARITAL STATUS | 3 | 37 | Married ---------- 1<br>Unmarried -------- 2<br>Marital status item not on record --------- 8<br>Not classifiable ---------- 9 | Other Entries — Code<br>Legitimate ---------- 1<br>Widowed ---------- 2<br>Divorced ---------- 2<br>Separated ---------- 1<br>Common Law ---------- 1<br>Indian Marriage ---------- 1<br>Marriage Annulled -------- 2<br>Illegitimate ---------- 2<br>When checkbox and other entries contradict, code other entries. |

| KEY TO DISC INTERACTIVE EDITS | OUTPUT TAPE POSITION |
|---|---|
| Integer field. Must enter.<br>Range: 01-12, 88, 99. | 34-35 |
| Range: 01-31, 88, 99. | 36-37 |
| Range: 0-9, - (X). | 38 |
| Integer field. Must enter.<br>Range: 1, 2, 8, 9. | 39 |

SECTION VIII - DATA CLASSIFICATION AND MACHINE ENTRY - continued

| ITEM | KEY TO DISC INPUT: PROGRAM LEVEL | KEY TO DISC INPUT: DATA POSITION | CODE STRUCTURE | CODING INSTRUCTIONS |
|---|---|---|---|---|
| MONTH PRENATAL CARE BEGAN | 3 | 38 | 1st month -------- 1<br>2nd month -------- 2<br>3rd month -------- 3<br>4th month -------- 4<br>5th month -------- 5<br>6th month -------- 6<br>7th month -------- 7<br>8th month -------- 8<br>9th month or later---------- 9<br>None---------- 0<br>Month named -- Blank<br>Unknown, not stated or not classifiable --- X<br>Item not on record---------- Y | If any fractions of a month are reported, round to next whole month.<br>If entry is "-," code "0."<br>If entry is reported in weeks, convert to appropriate month using the table below:<br><br>Weeks — Month<br>1-4---------- 1<br>5-9---------- 2<br>10-13---------- 3<br>14-17---------- 4<br>18-22---------- 5<br>23-26---------- 6<br>27-30---------- 7<br>31-35---------- 8<br>36+---------- 9 |
| Named Month | | 39-40 | January---------- 01<br>February--------- 02<br>March---------- 03<br>April---------- 04<br>May---------- 05<br>June---------- 06<br>July---------- 07<br>August---------- 08<br>September--------- 09<br>October---------- 10<br>November---------- 11<br>December---------- 12 | If both a named month and the numeric month (1-9) that prenatal care began is reported, code the numeric month.<br><br>If data position 38 is blank and the named month code is given, code as stated.<br><br>If month name is given, code according to table.<br><br>If no month name or month code is given, data positions 39-40 are to be left blank.<br><br>If entry is reported in trimesters, code "X." |
| TOTAL PRENATAL VISITS | 3 | 41-42 | 00-49+<br>Item not on record--------- 88<br>Unknown, not stated, or not classifiable--- 99 | If entry is reported as a span; e.g., 10-13, enter the lower number of visits.<br><br>If entry of "-," code "00."<br><br>If entry of "None" is given code "00." |

| KEY TO DISC<br>INTERACTIVE EDITS | OUTPUT<br>TAPE POSITION |
|---|---|
| Numeric field. Must enter.<br>Range: 0-9, -, &, Blank. | 40 |
| Range: 01-12 (Will blank automatically if position 38 is filled.) | 41-42 |
| Integer field. Must enter.<br>Range: 00-49, 88, 99. | 43-44 |

SECTION VIII - DATA CLASSIFICATION AND MACHINE ENTRY - continued

| ITEM | KEY TO DISC INPUT: PROGRAM LEVEL | KEY TO DISC INPUT: DATA POSITION | CODE STRUCTURE | CODING INSTRUCTIONS |
|---|---|---|---|---|
| NUMBER AT BIRTH | 3 | 43 | Single birth ----- 1<br>Twin ---------- 2<br>Triplet ---------- 3<br>Unknown or not stated -------- 1 | Code Siamese Twins -------- 2<br><br>Code plural births higher than triplets ---------- 3 |
| PREGNANCY HISTORY | 3 | | Item not on record -------- 88<br><br>Unknown or not classifiable ---------- 99 | Other Entries:<br>"N.A.," "-," "X," "0" -- 00<br>?, Unk., #, etc. ------- 99<br><br>Do not include "adoptions." |
| Number Live Births Now Living | | 44-45 | Enter as stated.<br>None ---------- 00<br>Blank ---------- 77 | |
| Number Live Births Now Dead | | 46-47 | Enter as stated.<br>None ---------- 00<br>Blank ---------- 77 | |
| Number Other Terminations: | | | | If single item "Born Dead (any time after conception)," code 88 in Before 20 Weeks and reported entry in After 20 Weeks. |
| Before 20 Weeks | | 48-49 | Enter as stated.<br>None ---------- 00<br>Blank ---------- 77 | |
| After 20 Weeks | | 50-51 | Enter as stated.<br>None ---------- 00<br>Blank ---------- 77 | NOTE: Code "20 Weeks" in data positions 50-51. |
| FATHER'S AGE | 3 | 52-53 | Enter as stated.<br>Unknown or not stated -------- 99 | Ignore symbols such as "+," "-," "?," when coding age. |

| KEY TO DISC INTERACTIVE EDITS | OUTPUT TAPE POSITION |
|---|---|
| Integer field. Must enter.<br>Range: 1-3. | 45 |
| Integer field. Must enter. | |
| Range: 00-50, 77, 88, 99. | 46-47 |
| Range: 00-50, 77, 88, 99. | 48-49 |
| Range: 00-50, 77, 88, 99. | 50-51 |
| Range: 00-50, 77, 88, 99. | 52-53 |
| Integer field. Must enter > "00." | 54-55 |

SECTION VIII - DATA CLASSIFICATION AND MACHINE ENTRY - continued

| ITEM | KEY TO DISC INPUT | | CODE STRUCTURE | CODING INSTRUCTIONS |
|---|---|---|---|---|
| | PROGRAM LEVEL | DATA POSITION | | |
| FATHER'S RACE | 3 | 54 | White (includes Mexican, Puerto Rican and all other Caucasian)-------- 1<br>Black ---------- 2<br>Indian (American, Alaskan, Canadian, and Mexican Indian, Eskimo and Aleut) ---------- 3<br>Chinese ---------- 4<br>Japanese --------- 5<br>Hawaiian (includes part-Hawaiian) -------- 6<br>Other Nonwhite (includes Cajun and Creole) ------ 7<br>Filipino --------- 8<br>Other Asian or Pacific Islander - 0<br>Unknown, not stated, or not classifiable ----- 9 | See Appendix E for other race entries on records.<br>See Appendix F for names of Indian tribes in the U. S., Canada, and Mexico.<br>1. If a mixture of Hawaiian and any other race, code Hawaiian.<br>2. If a mixture of white and any other race, code to the appropriate nonwhite race.<br>3. If a mixture of nonwhite races (except Hawaiian), code the first race listed.<br>4. If entry is "Col.," "N," "Negro," "Colored," "B," "Brown," "A.A.," or "Afro-American," consider the race as Black.<br>5. If the racial entry is "Yellow," "Oriental," or "Mongolian," code as "Other Asian or Pacific Islander (code 0).<br>6. If the racial entry is "Indian" not specified as Asian or East, code as American Indian (code 3).<br>7. If "part ___," or "1/4, 1/2, 3/4___" is given as a single race entry, code the reported race ignoring the prefix. |

| KEY TO DISC<br>INTERACTIVE EDITS | OUTPUT<br>TAPE POSITION |
|---|---|
| Integer field. Must enter.<br>Range: 0-9. | 56 |

SECTION VIII - DATA CLASSIFICATION AND MACHINE ENTRY - continued

| ITEM | KEY TO DISC INPUT: PROGRAM LEVEL | KEY TO DISC INPUT: DATA POSITION | CODE STRUCTURE | CODING INSTRUCTIONS |
|---|---|---|---|---|
| FATHER'S EDUCATION | 3 | 30-31 | Elementary or Secondary<br><br>00-12<br><br>College<br><br>1 year --------13<br>2 years --------14<br>3 years --------15<br>4 years --------16<br>5+ years ------17<br><br>Item not on record --------88<br><br>"Unknown," "not available," blanks, uncodable entries, etc. --99 | See Appendix G for other entries on records.<br><br>1. Code the highest grade completed.<br><br>2. If two or more levels of education are given for a parent, code the highest level classifiable to codes other than 99.<br><br>Example:<br><br>Elementary or Secondary — College — Code<br>12 — 2 yrs. Tech — 12<br>Blank — 2 yrs. Tech — 99<br>12 — 2 yrs. — 14<br><br>3. If only a partial year or indication that year has not been completed is given in college block and no other entry is given (e.g., one semester, one quarter, two quarters, etc.), code 12.<br><br>4. If year is given with a fraction or symbol such as +, -, ?, etc., ignore fraction or other symbol and code year as stated.<br><br>5. If two or three semesters, three or four quarters, or two or three trimesters are given in the college block and no other entry is given in college block, code 13.<br><br>6. If entry is given as "All" in elementary or secondary block, code 12. If entry is given as "All" in college block, code 16. |

| KEY TO DISC INTERACTIVE EDITS | OUTPUT TAPE POSITION |
|---|---|
| Integer field. Must enter.<br>Range: 00-17, 88, 99. | 57-58 |

SECTION VIII - DATA CLASSIFICATION AND MACHINE ENTRY - continued

| ITEM | KEY TO DISC INPUT | | CODE STRUCTURE | CODING INSTURCTIONS |
|---|---|---|---|---|
| | PROGRAM LEVEL | DATA POSITION | | |
| FATHER'S EDUCATION - continued | | | | 7. If entry in college block is "A.A." or "A.S.," code 14.<br><br>8. If entry in college block is "B.B.A.," "B.A.," "A.B.," or "B.S.," code 16.<br><br>9. If entry in college block is "A.M.," "M.A.," "M.Sc.," "M.D.," D.V.M.," "D.D.S.," D.D.M.," "D.O.," "L.L.B.," "Ph.D.," or other advanced degree, code 17.<br><br>10. When symbols such as +, -, ?, /, etc., are given in either block and no other entry is given code 99. If an entry is reported in either block with a symbol given in the other block, ignore symbol and code entry as stated.<br><br>11. If entry is R.N. or B.S. in Nursing, code as follows:<br><br>R.N. ---------- 14<br>2 R.N. ---------- 14<br>3 R.N. ---------- 15<br>4.R.N. ---------- 16<br>B.S. in Nursing ---------- 16 |

| KEY TO DISC INTERACTIVE EDITS | OUTPUT TAPE POSITION |
|---|---|
| | |

SECTION VIII - DATA CLASSIFICATION AND MACHINE ENTRY - continued

| ITEM | KEY TO DISC INPUT PROGRAM LEVEL | KEY TO DISC INPUT DATA POSITION | CODE STRUCTURE | CODING INSTRUCTIONS |
|---|---|---|---|---|
| PHYSICIAN'S ESTIMATE OF GESTATION WEEKS | 3 | 57-58 | Code as stated.<br><br>Item not on record -------- 88<br><br>Unknown or not stated ---- 99 | Entries of fractional weeks are to be ignored.<br><br>If entry is reported in trimesters, code 99.<br><br>If entry is reported as a span, e.g., 27-34, enter the lower number of weeks.<br><br>If the entry is reported in months, convert according to the table below:<br><br>Month(s) ---------- Weeks<br><br>1/2 ---------- 02<br>1 ---------- 04<br>2 ---------- 09<br>3 ---------- 13<br>4 ---------- 18<br>5 ---------- 22<br>6 ---------- 26<br>7 ---------- 31<br>8 ---------- 35<br>9 ---------- 40<br>10 ---------- 44<br><br>Other Entries:<br><br>Completed ---------- 40<br>Due ---------- 40<br>Full Term ---------- 40<br>Normal ---------- 40<br>Premature ---------- 99 |

| KEY TO DISC INTERACTIVE EDITS | OUTPUT TAPE POSITION |
|---|---|
| Integer field. Must enter.<br>Range: 01-99. | 59-60 |

SECTION VIII - DATA CLASSIFICATION AND MACHINE ENTRY - continued

| ITEM | KEY TO DISC INPUT | | CODE STRUCTURE | CODING INSTRUCTIONS |
|---|---|---|---|---|
| | PROGRAM LEVEL | DATA POSITION | | |
| CONGENITAL MALFORMATIONS | 3 | 59 | Any stated condition ---- 1<br><br>No definitive condition reported - blank | Data position 59 is to be blank except when a definitive condition(s) is reported. Do not consider entries of "none," "nil," "0," "premature," or "low birthweight" as definitive conditions. |
| END OF RECORD | | | | |

| KEY TO DISC<br>INTERACTIVE EDITS | OUTPUT<br>TAPE POSITION |
|---|---|
| Integer field.<br>Range: 1, blank. | 61 |

## SECTION IX - PREPARATION OF MEDICAL RECORD FOR FETAL DEATHS

### Part A. Medical Coding Instructions

Fetal death records containing a stated congenital malformation will be flagged by the Vital Records Section, Demographic Coding Unit, with a code 1 in data position 59. Flagged records will be listed to minimize time required for locating selected records for medical coding. From this listing, a medical record is to be generated for each record reporting a congenital condition classifiable in the International Classification of Diseases, Ninth Revision. Conditions are to be coded on the computer listing in the order that they appear on the record. When more than seven codable conditions are encountered, delete duplicate codes. If more than seven remain, refer to supervisor.

Congenital malformations are to be coded using information in the medical portion of the record first and then using information in the congenital malformation item.

All coding is to the full four-digit code level. The medical coding is dependently verified on a 100 percent basis. After medical coding, the data are key entered and 100 percent verified on key to disc equipment according to the format and instructions given in Part B. of this section.

Part B. Data Classification and Machine Entry for Medical Data Records

| ITEM | KEY TO DISC INPUT PROGRAM LEVEL | KEY TO DISC INPUT DATA POSITION | CODE STRUCTURE | CODING INSTRUCTIONS |
|---|---|---|---|---|
| DATA YEAR | 2* | 1 | 6 | Format generated "6." |
| STATE OF FETAL DEATH | 2 | 2-3 | 01-51 | Enter for duplication in output record.<br>See Appendix A for state codes. |
| COMPONENT OF REPORTING AREA | 2 | 4 | Chicago-------6<br>New York City Boroughs:<br>Bronx--------1<br>Brooklyn-----2<br>Manhattan----3<br>Queens-------4<br>Richmond-----5<br>All other reporting areas--------0 | Enter for duplication in output |
| BIRTH NUMBER | 3** | 1-6 | | |
| CONGENITAL MALFORMATIONS | 3 | 7-10<br>11-14<br>15-18<br>19-22<br>23-26<br>27-30<br>31-34 | | 1. Enter each condition code in the order it appears on the computer listing.<br>2. Fields are to be left blank when no code is recorded on computer listing.<br>3. For three-digit codes, (a) ignore "X's" when recorded with a three-digit code and (b) leave data positions 10, 14, 18, 22, 26, 30, and 34 blank. |
| END OF RECORD | | | | |

* Program level 2 records must be created when beginning a new state or a new batch. For each program level 2 record, the system is programmed to duplicate its entries into the output tape records until another program level 2 record is encountered.

** Program level 3 records must be created for entering the detail non-repetitive data.

| KEY TO DISC INTERACTIVE EDITS | OUTPUT TAPE POSITION |
|---|---|
| Format generated "6." | 1 |
| Integer field. (Is duplicated in output record.)<br>Range: 01-51. | 8-9 |
| Integer field. (Is duplicated in output record.)<br>Range: 0-6 | 10 |
| Left zero fill "000000." Must enter. | 2-7 |
| Numeric field.<br>Range: 0-9, space. | 11-14<br>15-18<br>19-22<br>23-26<br>27-30<br>31-34<br>35-38 |

## APPENDIX A

### GEOGRAPHIC CODES FOR STATE OF BIRTH AND RESIDENCE

| Code | State | Abbrev. | Code | State | Abbrev. |
|---|---|---|---|---|---|
| 01 | Alabama | AL | 28 | Nebraska | NB |
| 02 | Alaska | AK | 29 | Nevada | NV |
| 03 | Arizona | AZ | 30 | New Hampshire | NH |
| 04 | Arkansas | AR | 31 | New Jersey | NJ |
| 05 | California | CA | 32 | New Mexico | NM |
| 06 | Colorado | CO | 33 | New York | NY |
| 07 | Connecticut | CT | 34 | North Carolina | NC |
| 08 | Delaware | DE | 35 | North Dakota | ND |
| 09 | District of Columbia | DC | 36 | Ohio | OH |
| 10 | Florida | FL | 37 | Oklahoma | OK |
| 11 | Georgia | GA | 38 | Oregon | OR |
| 12 | Hawaii | HI | 39 | Pennsylvania | PA |
| 13 | Idaho | ID | 40 | Rhode Island | RI |
| 14 | Illinois | IL | 41 | South Carolina | SC |
| 15 | Indiana | IN | 42 | South Dakota | SD |
| 16 | Iowa | IA | 43 | Tennessee | TN |
| 17 | Kansas | KS | 44 | Texas | TX |
| 18 | Kentucky | KY | 45 | Utah | UT |
| 19 | Louisiana | LA | 46 | Vermont | VT |
| 20 | Maine | ME | 47 | Virginia | VA |
| 21 | Maryland | MD | 48 | Washington | WA |
| 22 | Massachusetts | MA | 49 | West Virginia | WV |
| 23 | Michigan | MI | 50 | Wisconsin | WI |
| 24 | Minnesota | MN | 51 | Wyoming | WY |
| 25 | Mississippi | MS | 52 | Puerto Rico | PR |
| 26 | Missouri | MO | 53 | Virgin Islands | VI |
| 27 | Montana | MT | 54 | Guam | GU |

GEOGRAPHIC CODES FOR STATE OF BIRTH AND RESIDENCE - Continued

| | |
|---|---|
| 55 | Canada |
| 55 | Canadian Provinces |
| | Alberta (Alta.) |
| | British Columbia (B. C.) |
| | Great Northwest Territories (GNWT or NWT) |
| | Manitoba (Man.) |
| | New Brunswick (N. B.) |
| | Newfoundland (Nfld.) |
| | Nova Scotia (N. S.) |
| | Ontario (Ont.) |
| | Prince Edward Island (PEI) |
| | Quebec, Province of Quebec (Que. or P. Q.) |
| | Saskatchewan (Sask.) |
| | Yukon Territory (Y. T.) |
| 56 | Cuba |
| 57 | Mexico |
| 59 | Remainder of World |

## APPENDIX B

### LIST OF MAJOR CITIES IN THE UNITED STATES AND THE STATES IN WHICH THEY ARE LOCATED

(Use if State is reportable but not reported)

Atlanta, Georgia
Baltimore, Maryland
Boston, Massachusetts
Buffalo, New York
Chicago, Illinois
Cincinnati, Ohio
Cleveland, Ohio
Dallas, Texas
Denver, Colorado
Detroit, Michigan
Houston, Texas
Indianapolis, Indiana
Los Angeles, California
Memphis, Tennessee
Milwaukee, Wisconsin
Minneapolis, Minnesota
New Orleans, Louisiana
New York, New York
Philadelphia, Pennsylvania
Pittsburgh, Pennsylvania
San Antonio, Texas
San Diego, California
San Francisco, California
Seattle, Washington
St. Louis, Missouri
Washington, District of Columbia

## APPENDIX C

### INTERPRETATIONS OF ATLAS NOTATIONS

1. If the notation "part of ___" or "population included in ___" appears, consider the entry to be an inclusion of the city named and code accordingly.

2. If the notation "rural" and "mail to ___" or "no pop." appears, code to the balance of the county.

3. If only the notation "mail to ___" or "population included with ___" appears, code to the balance of the named county. ("Population included with" refers to an unincorporated place.)

4. If the notation "Station," "Branch of ___" or "Rural Station" appears, code to the balance of county.

5. If the notation "Station of ___ P. O." appears, consider the entry to be an inclusion of the city named and code accordingly.

## APPENDIX D

### LARGEST CITY AND STATE OF RESIDENCE

| State of Residence | Code | Largest City |
|---|---|---|
| Alabama | 008 | Birmingham |
| Alaska | 001 | Anchorage |
| Arizona | 011 | Phoenix |
| Arkansas | 014 | Little Rock |
| California | 115 | Los Angeles |
| Colorado | 009 | Denver |
| Connecticut | 003 | Bridgeport |
| Delaware | 003 | Wilmington |
| District of Columbia | 001 | Washington |
| Florida | 033 | Jacksonville |
| Georgia | 004 | Atlanta |
| Hawaii | 004 | Honolulu |
| Idaho | 002 | Boise City |
| Illinois | 032 | Chicago |
| Indiana | 027 | Indianapolis |
| Iowa | 011 | Des Moines |
| Kansas | 033 | Wichita |
| Kentucky | 016 | Louisville |
| Louisiana | 024 | New Orleans |
| Maine | 007 | Portland |
| Maryland | 003 | Baltimore |
| Massachusetts | 012 | Boston |
| Michigan | 023 | Detroit |
| Minnesota | 035 | Minneapolis |
| Mississippi | 014 | Jackson |
| Missouri | 044 | St. Louis |
| Montana | 002 | Billings |

LARGEST CITY AND STATE OF RESIDENCE - Continued

| State of Residence | Code | Largest City |
|---|---|---|
| Nebraska | 011 | Omaha |
| Nevada | 003 | Las Vegas |
| New Hampshire | 008 | Manchester |
| New Jersey | 094 | Newark |
| New Mexico | 002 | Albuquerque |
| New York | 060 | New York |
| North Carolina | 008 | Charlotte |
| North Dakota | 003 | Fargo |
| Ohio | 030 | Cleveland |
| Oklahoma | 023 | Oklahoma City |
| Oregon | 023 | Portland |
| Pennsylvania | 096 | Philadelphia |
| Rhode Island | 013 | Providence |
| South Carolina | 005 | Columbia |
| South Dakota | 007 | Sioux Falls |
| Tennessee | 026 | Memphis |
| Texas | 066 | Houston |
| Utah | 016 | Salt Lake City |
| Vermont | 001 | Burlington |
| Virginia | 021 | Norfolk |
| Washington | 030 | Seattle |
| West Virginia | 003 | Charleston |
| Wisconsin | 032 | Milwaukee |
| Wyoming | 001 | Casper |
| | | |
| Puerto Rico | 763 | San Juan |
| Virgin Islands | 001 | Charlotte Amalie |

## APPENDIX E

### OTHER ENTRIES REPORTED ON RECORDS AND CODE FOR RACE

| ENTRY | CODE |
|---|---|
| Afghanistan | 1 |
| African | 2 |
| Aleut | 3 |
| Algerian | 1 |
| Alocona | 9 |
| American | 1 |
| Amish | 1 |
| Anglo-Saxon | 1 |
| Arabian | 1 |
| Argentinian | 1 |
| Armenian | 1 |
| Aryan | 1 |
| Asian Indian | 0 |
| Asiatic | 0 |
| Assyrian | 1 |
| Athapaskan | 3 |
| Australian | 1 |
| Austrian | 1 |
| Azores | 1 |
| | |
| Bahamian | 9 |
| Bangladeshi | 0 |
| Basque | 1 |
| Bavarian | 1 |
| Begri | 9 |
| Belizian | 7 |
| Bilalian | 2 |
| Blanc | 1 |
| Bohemian | 9 |
| Bolivian | 1 |
| Brava (Bravo) | 1 |
| Brazilian | 1 |
| British Honduran | 9 |
| Burmese | 0 |
| | |
| C | 9 |
| Cajun | 7 |
| Cambodian | 0 |
| Canadian | 1 |
| Cape Verde | 2 |
| Carib | 7 |
| Caucasian | 1 |
| Ceylonese | 0 |
| Chamorro | 0 |
| Chamosso | 9 |
| Chicano | 1 |
| Chinese | 4 |
| Colestran | 9 |
| Colombian | 1 |
| Cosmopolitan | 9 |
| Costa Rican | 1 |
| Creole | 7 |
| Crucian | 1 |
| Cuban | 1 |
| Czechoslovakian | 1 |
| | |
| Dominican | 2 |
| Dutch East Indian | 0 |
| | |
| East Indian | 0 |
| Ebian | |
| Ecuadorian | 1 |

OTHER ENTRIES REPORTED ON RECORDS AND CODE FOR RACE - continued

| ENTRY | CODE |
|---|---|
| Egyptian | 1 |
| English | 1 |
| English-French | 1 |
| English-Irish | 1 |
| Eritrean | 2 |
| Eskimoan | 3 |
| Ethiopia(n) | 2 |
| Eurasian | 0 |
| European | 1 |
| Fijian | 0 |
| Filipino | 8 |
| Finnish | 1 |
| French | 1 |
| French Canadian | 1 |
| French Indian | 3 |
| German | 1 |
| Ghanaian | 2 |
| Gilbertese | 0 |
| Greek | 1 |
| Guam(ian)(ese) | 0 |
| Guatemalan | 7 |
| Guyanese | 9 |
| Gypsy | 1 |
| Haitian | 2 |
| Hamitic | 2 |
| Hawaiian | 6 |
| Hebrew | 1 |
| Hindu | 0 |
| Hispanic | 1 |
| Honduran | 7 |
| Hungarian | 1 |
| Icelandic | 1 |
| India | 0 |
| Indian (American, Alaskan, Canadian, Mexican) | 3 |
| Indo-Aryan | 0 |
| Indonesian | 0 |
| Iran(ian) | 1 |
| Iraqi | 1 |
| Irish | 1 |
| Islamic | 1 |
| Israelite | 1 |
| Italian | 1 |
| Jackson (Jack) White | 7 |
| Jamaican | 2 |
| Japanese | 5 |
| Java | 0 |
| Jew | 1 |
| Jordanian | 1 |
| Kenyan | 2 |
| Korean | 0 |
| Kuwaitian | 1 |
| Ladina | 1 |
| Laotian (Asian) | 0 |
| Latin American | 1 |
| Latvian | 1 |

OTHER ENTRIES REPORTED ON RECORDS AND CODE FOR RACE - continued

| ENTRY | CODE |
|---|---|
| Lebanese | 1 |
| Liberian | 2 |
| Libyan | 1 |
| Lithuanian | 1 |
| Mal. | 9 |
| Malada | 9 |
| Malawian | 2 |
| Malayan | 0 |
| Maltese | 1 |
| Maori | 0 |
| Marshallese | 0 |
| Marshenese | 1 |
| Mauritian | 1 |
| Mediterranean | 1 |
| Melanesian | 0 |
| Mestizo | 7 |
| Mestizo-Inca | 7 |
| Mexican | 1 |
| Mexican Indian | 3 |
| Micronesian | 0 |
| Mixed | 7 |
| Mohammedan (Moslem) | 1 |
| Moor | 7 |
| Moroccan | 1 |
| Mosotho | 9 |
| Mugandan | 2 |
| Mullato | 2 |
| Muslim | 1 |
| N/W | 9 |
| Nassau | 2 |
| Nepalese | 0 |
| Nicaraguan | 7 |
| Nigerian | 2 |
| Nipponese (Nipon) | 5 |
| Nordic | 1 |
| Norwegian | 1 |
| Nubian | 2 |
| Occidental | 1 |
| Octaroon | 2 |
| Okinawan | 5 |
| Pakistani | 0 |
| Palauan | 0 |
| Panamanian | 7 |
| Parsi | 1 |
| Persian | 1 |
| Peruvian | 1 |
| Phoenician | 9 |
| Polish | 1 |
| Polynesian | 0 |
| Ponapean | 0 |
| Portuguese | 1 |
| Puerto Rican | 1 |
| Punjabi | 0 |
| Quadroon | 2 |
| Red | 3 |
| Romanian | 1 |
| Rotanese | 0 |
| Russian | 1 |

OTHER ENTRIES REPORTED ON RECORDS AND CODE FOR RACE - continued

| ENTRY | CODE |
|---|---|
| Ryukyan | 5 |
| Saipanese | 0 |
| Salvadorian | 7 |
| Samoa(n) | 0 |
| Santo-Domingo | 2 |
| Saudi Arabia(n) | 1 |
| Saxon(y) | 1 |
| Scandinavian | 1 |
| Scotch | 1 |
| Selawik | 3 |
| Semitic | 1 |
| Serbian | 1 |
| Servian | 1 |
| Seychelloise | 2 |
| Siamese | 0 |
| Siamsh Am | 9 |
| Sicilian | 1 |
| Sikh | 0 |
| Singhalese | 0 |
| Sino Burman | 4 |
| Slovakian | 1 |
| Soanish | 9 |
| South American | 1 |
| Spanish | 1 |
| Sudanese | 2 |
| Sunni | 1 |
| Swedish | 1 |
| Syrian | 1 |
| Tahitian | 0 |
| Taimskin | 3 |
| Taiwanese | 4 |
| Tamil-Ceylonese | 0 |
| Tamil-Malayan | 0 |
| Tanzanian | 2 |
| Teutonic | 1 |
| Thai | 0 |
| Tibetan | 0 |
| Tongan | 0 |
| Trigueno | 7 |
| Trinidadian | 2 |
| Tunisian | 1 |
| Turk | 1 |
| Ubontilian | 0 |
| Ugandan | 2 |
| Ukranian | 1 |
| Ulithian | 9 |
| Ute | 3 |
| Venezuela(n) | 1 |
| Vietnam(ese) | 0 |
| W | 1 |
| Welsh | 1 |
| West Indies (Indian) | 2 |
| Wiam (White American) | 1 |
| Yapanes | 0 |
| Yugoslavian | 1 |
| Zoroastrian | 1 |

## APPENDIX F

### INDIAN TRIBES IN THE UNITED STATES, CANADA, AND MEXICO

Abnaki
Absentee-Shawnee
Acoma
Ak Chin
Alabama-Coushatta
  Tribes of Texas
Alsea
Apache
Arapaho
Arikara
Assiniboin
Atacapa
Athapaskan
Atsina
Aztec
Bear River
Beaver
Bella Coola
Beothuk
Blackfoot
Blood Piegan
Blue Lake
Brotherton
Caddo
Cakchiquel-lenca
Calapooya
Carrier
Catawba
Cattaraugus
Cayuga
Cayuse
Chasta Costa
Chehalis
Chemehuevi
Cherokee
Chetco
Cheyenne
Cheyenne River Sioux
Chickahominy
Chickasaw
Chinook
Chipewyan
Chippewa
Chippewa-Ojibwa
Chiricahua Apache
Chitimacha
Choctaw
Chol
Chontal
Chorti
Chuckchansi
Chumash
Clallam
Clatsop
Clackamus
Clear Lake
Coast Salish
Cochimi
Cochiti
Cocopa
Coeur D'Alene Tribe
  of Idaho
Cocopah
Columbia
Colville
Comox
Comanche
Concow
Conquille
Coushatta
Covelo
Cow Creek
Cowichan
Cowlitz
Coyotero Apache
Cree
Creek
Crow
Crow Creek Sioux
Dakota
Delaware
Diegueno
Digger
Dog Rib
Duckwater
Euchi
Eyak
Flathead
Fort Hall Res. Tribe
  of Idaho
French Indian
Gabrieleno

INDIAN TRIBES IN THE UNITED STATES, CANADA, AND MEXICO - Continued

Galice Creek
Gay Head
Gosiute
Gros Ventre
Haida
Han
Hare
Hat Creek
Hawasupai
Hidatsa
Hoh
Hoopa
Hopi
Houma
Hualapai
Huastec
Humboldt Bay
Hupa
Huron
Illinois
Ingalik
Iowa
Iroquois
Isleta
Jemez
Joshua
Juaneno
Jicarilla Apache
Kaibah
Kalispel
Kanosh Band of Paiutes
Kansa
Karankawa
Karok
Kaska
Kaw
Kawai
Keresan Pueblos
Kern River
Kichai
Kickapoo
Kiowa
Kiowa Apache
Kitamat
Klamath
Klikitat
Koasati
Kootenai Tribe of Idaho
Kusa
Kutchin
Kutenai
Kwakiutl
Lac Courte Dreille
Laguna
Lakmuit
Lipan Apache
Lower Brule Sioux
Luiseno
Lummi
Maidu
Makah
Malecite
Mandan
Maricopa
Mary's River
Mashpee
Mattaponi
Maya
Mayo
Mdewakanton Sioux
Menominee
Menomini
Mequendodon
Mescalero Apache
Miami
Micmac
Mission Indians
Missouri
Miwok
Mixe
Mixtec
Modoc
Mohave
Mohawk
Mohegan
Molala
Monachi
Mono
Montagnais
Montauk
Muckleshoot
Munsee
Nambe
Namsemond

INDIAN TRIBES IN THE UNITED STATES, CANADA, AND MEXICO - Continued

Nanticoke
Narragansett
Naskapi
Natchez
Navaho
Navajo
Nez Perce
Niantic
Nipmuck
Nisenan-Patwin
Nisqually
Nomelaki
Nooksak
Nootka
Northern Paiute
Oglala Sioux
Okanogan
Omaha
Oneida
Onondaga
Opata
Opato
Osage
Oto
Otoe
Otomi
Ottawa
Ozette
Paiute
Pamunkey
Panamint
Papago
Passamaquoddy
Patwin
Pawnee
Pen d'Oreille
Penobscot
Peoria
Pequot
Picuris
Pima
Pit River
Pojoaque
Pomo
Ponca
Poosepatuck
Potawatomi
Potomach
Powhatan
Pueblos
Puyallup
Quapaw
Quechan
Quileute
Quinaielt
Quinault
Rappahannock
Rogue River
Rosebud Sioux
Sac and Fox
Saginaw
Salish
Sandia
San Felipe
San Ildefonso
San Juan
San Lorenzo
San Luis Obispo
San Luiseno
Sanpoil
Sanpoil Nespelem
Sant'ana
Santa Barbara
Santa Clara
Santa Ynez
Santee
Santee Sioux
Santiam
Sauk and Fox
Scaticook
Sekane
Seminole
Seneca
Seri
Shasta
Shawnee
Shinnecock
Shivwits Band of Paiutes
Shoshone
Shoshone-Bannock
Shuswap
Siouans
Sioux
Sisseton

INDIAN TRIBES IN THE UNITED STATES, CANADA, AND MEXICO - Continued

Sisseton-Wahpeton Sioux
Siuslaw
Skagit Suiattle
Skokomish
Slave
Smith River
Snake
Snohomish
Snoqualmi
Songish Southern Paiute
Squaxin
Stockbridge
Sumo-Mosquito
Suquamish
Swinomish
Taimskin
Tanana
Tanoan Pueblos
Taos
Tarahumare
Tarascan
Tawakoni
Tejon
Tenino or Warm Springs
Tesuque
Teton
Teton Sioux
Tillamook
Timucua
Thlinget
Tolowa
Tonawanda
Tonkawa
Tonto Apache
Topinish
Totonac
Tsimshian
Tulalip
Tule River Indians
Tunica
Tuscarora
Tututni
Umatilla
Umpqua
Upper Chinook
Ute
Waca
Waicuri-Pericue
Wailaki
Walapai
Walla Walla
Wampanoag
Wapato
Warm Springs
Wasco
Washo
Washoe
Western Apache
Western Shoshone
Whilkut
Wichita
Wikchamni
Wind River Shoshone
Winnebago
Wintu
Wintun
Wishram
Wyandotte
Xicaque
Yahooskin
Yakima
Yamel
Yana
Yankton
Yanktonnais Sioux
Yaqui
Yaquina
Yavapai
Yawilmani
Yellow Knife
Yerington Paiute
Yokuts
Yokuts-Mono
Yomba Shoshone
Yuchi
Yuki
Yuma
Yurok
Zacatec
Zapotec
Zia
Zoque
Zuni

## APPENDIX G

### OTHER ENTRIES REPORTED ON RECORDS AND CODES FOR EDUCATION OF MOTHER AND FATHER

| College Entries | Code |
|---|---|
| 4 + 2 | 17 |
| Post graduate | 17 |
| 16 mos. | 13 |
| (convert months by dividing by 9) (1 yr. 7 mos.) | |
| 3/4 | 13 |
| 2.5 | 14 |
| 1+1 N.T. | 13 |
| 1500 hrs. | 99 |
| 10 | 17 |
| P. G. - 4 | 99 |
| In 2nd year | 13 |
| B | 16 |
| BA with 1 yr. law | 17 |
| Senior | 15 |
| Soph. | 13 |
| College | 16 |
| University | 16 |
| 1 year Prep. | 99 |
| Yes | 16 |
| 4 semesters | 14 |
| Assoc. degree | 14 |
| Graduate | 16 |
| 6 months | 12 |
| 2/3 | 12 |
| Less than 3/4 year or less than 9 mo. | 12 |
| Technical or Trade School | 99 |
| Junior College | 14 |
| Juris Doctor | 17 |

| Elementary or Secondary Entries | Code |
|---|---|
| Finished in service | 12 |
| G.E.D. - Army | 12 |
| 3 - graduate | 11 |
| Senior | 11 |
| Soph. | 09 |
| High School | 12 |
| Yes | 12 |
| GED | 12 |
| Graduate | 12 |

Form Approved
OMB No. 68R 1901

U S STANDARD

# REPORT OF FETAL DEATH

STATE FILE NUMBER

TYPE OR PRINT IN PERMANENT INK SEE HANDBOOK FOR INSTRUCTIONS

DEPARTMENT OF HEALTH EDUCATION AND WELFARE · PUBLIC HEALTH SERVICE · NATIONAL CENTER FOR HEALTH STATISTICS
1978 REVISION

**MOTHER**

1a HOSPITAL NAME (If not in hospital give street and number)
1b CITY TOWN OR LOCATION OF DELIVERY
1c COUNTY OF DELIVERY
2a DATE OF DELIVERY (Month Day Year)
2b HOUR OF DELIVERY
3 SEX OF FETUS
4 WEIGHT OF FETUS
5a MOTHER – MAIDEN NAME (FIRST MIDDLE LAST)
5b AGE (At time of this delivery)
6a RESIDENCE STATE
6b COUNTY
6c CITY TOWN OR LOCATION
6d STREET AND NUMBER
6e INSIDE CITY LIMITS (Specify yes or no)
7 RACE (e.g. White Black American Indian etc.) (Specify)
8 EDUCATION (Specify only highest grade completed) (Elementary or Secondary (0-12)) (College (1-4 or 5+))
9 DATE LAST NORMAL MENSES BEGAN (Month Day Year)
10 IS MOTHER MARRIED? (Specify yes or no)

PREGNANCY HISTORY (complete each section)

LIVE BIRTHS
11a Now living: Number ____ None ☐
11b Now dead: Number ____ None ☐

OTHER TERMINATIONS (Spontaneous and Induced)
11d Before 20 weeks: Number ____ None ☐
11e After 20 weeks: Number ____ (Do not include this fetus) None ☐

12a MONTH OF PREGNANCY PRENATAL CARE BEGAN (First second etc.) (Specify)
12b PRENATAL VISITS Total number (If none, so state)
13a THIS BIRTH Single twin triplet etc. (Specify)
13b IF NOT SINGLE BIRTH Born first second third etc. (Specify)
11c DATE OF LAST LIVE BIRTH (Month Year)
11f DATE OF LAST OTHER TERMINATION (as indicated in d or e above) (Month Year)

**FATHER**

14a FATHER NAME (FIRST MIDDLE LAST)
14b AGE (At time of this delivery)
14c RACE (e.g. White Black American Indian etc.) (Specify)
14d EDUCATION (Specify only highest grade completed) (Elementary or Secondary (0-12)) (College (1-4 or 5+))

**CAUSE OF FETAL DEATH**

15 PART I — Fetal or maternal condition directly causing fetal death — IMMEDIATE CAUSE (ENTER ONLY ONE CAUSE PER LINE FOR (a) (b) AND (c).) — Specify Fetal or Maternal
(a) DUE TO, OR AS A CONSEQUENCE OF — Specify Fetal or Maternal
(b) Fetal and/or maternal conditions if any giving rise to the immediate cause (a) stating the underlying cause last — DUE TO, OR AS A CONSEQUENCE OF — Specify Fetal or Maternal
(c)

PART II — OTHER SIGNIFICANT CONDITIONS OF FETUS OR MOTHER. Conditions contributing to fetal death but not related to cause given in (a)

16 FETUS DIED BEFORE LABOR DURING LABOR OR DELIVERY UNKNOWN (Specify)
17 PHYSICIAN'S ESTIMATE OF GESTATION (Weeks)
18 AUTOPSY (Specify yes or no)

MULTIPLE BIRTHS Enter Stated Fetal Number for maternal
LIVE BIRTH(S)
FETAL DEATH(S)

19 COMPLICATIONS OF PREGNANCY (Describe or write none)
20 COMPLICATIONS OF LABOR AND OR DELIVERY (Describe or write none)
21 CONCURRENT ILLNESSES OR CONDITIONS AFFECTING THE PREGNANCY (Describe or write none)
22 CONGENITAL MALFORMATIONS OR ANOMALIES OF FETUS (Describe or write none)
23 NAME OF PHYSICIAN OR ATTENDANT (Type or print)
24 NAME OF PERSON COMPLETING REPORT (Type or print) TITLE

HRA-163
Rev. 1/78



ILLUSTRATION 1

## ILLUSTRATION 2

DATA PREPARATION BRANCH
VITAL RECORDS SECTION
LOT CONTROL RECORD

SECTION I. RECORDS CONTROL UNIT

19 ____

Registration Area _____ Reel _____

Data Month(s) _____ _____

Film Image Nos: From _____ to _____

Shipment No. _____

No Records In Work Unit _____

Image No: From _____ to _____

Births ___

Deaths ___

Fetal Deaths ___

Marriages ___

Divorces ___

NUMBER OF RECORDS

Checklist Void/Cancelled _____

Transmittal Total _____

Belated Records _____

Total Records _____

Expected No. Records _____

| Alert - Shipment Includes |
|---|
| |
| |
| |

CHECKLIST AND CONTROL ADJUSTMENTS

Records Voided/Cancelled, etc., By State or Checklist

| | | | | | |
|---|---|---|---|---|---|
| | | | | | |

SECTION II. DEMOGRAPHIC CODING UNIT

A. SAMPLING:

Random Start ___ Skip Interval ___ Termina. Digits ___

Sample Digit _____ Allowable Error ___

Errors on Sample ___ Weighted Errors ___ Total Verif. Errors _____

B. MACHINE OPERATION:

RECORDS WITH ERRORS

| | | | | | |
|---|---|---|---|---|---|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |

| Search Identifier | | Records Not Found In Verification of Tape | Punched |
|---|---|---|---|
| Date | File No. | | |
| | | | |
| | | | |
| | | | |
| | | | |

C. IRREGULARITIES AND/OR DELETIONS

| Illegible | Missing Numbers | Filmed Behind Wrong Target | Unnumbered Images | Dup. File No.-Diff. Events | Voided or Cancelled On Film | Deletions (Out of Data Yr.) | 2nd. Cere-mony | Unused License |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
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| | | | | | | | | |

## ILLUSTRATION 3

NCHS--DDP REFERRAL FORM -- DATA PREPARATION BRANCH

NAME: _____ DATE: _____

UNIT: _____

| VITAL RECORDS | HOSPITAL RECORDS | HEALTH INTERVIEW |
|---|---|---|
| REGIST NUMBER | BATCH NUMBER | BATCH NUMBER |
| LOT NUMBER | HOSPITAL NUMBER | PSU NUMBER |
| IMAGE NUMBER | HDS NUMBER | SEGMENT NUMBER |
| RECORD TYPE | | SERIAL NUMBER |
| | | PERSON NUMBER |

CATEGORY OF REFERRAL: ☐ Coding Problem ☐ Record Format ☐ Other

STATEMENT OF PROBLEM: _____

CODER'S SPECIFIC QUESTION: _____

SUPERVISOR'S DECISION: _____

CATEGORY OF DECISION: ☐ A ☐ B ☐ C ☐ D DECISION BY: _____

FOR INFORMATION ONLY: _____

REPORTED BY: _____ TRANSMITTAL DATE: _____

HRA-47 (4-74) (Formerly HSM-257)